

Solicitation Number: 07-0008-07
Support Services for the Office of Naval Research, Ocean Battlespace Sensing
Department (Code 32)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0008 – Technical, Programmatic & Engineering Support Services are due by 2:00 PM (local), 6 Feb 2007.

1.0 Background

The Office of Naval Research (ONR), founded in 1946 and located in Arlington, VA, sponsors science and technology in support of the U.S. Navy and the Marine Corps. The Ocean Battlespace Sensing Department (Code 32) consists of two large divisions: (1) Ocean Sensing and Systems Applications and (2) Ocean, Atmosphere, and Space Research, of integrated, multidisciplinary programs in naval environments, undersea warfare, and related subjects (http://www.onr.navy.mil/sci_tech/32/). Especially germane to this announcement is the fact that the department focuses its S & T programs in areas that includes:

- Battlespace Environments - (BSE): Observing, modeling, and predicting both small and large scale processes in the air/ocean/shore environments. It contains the traditional oceanographic and meteorological disciplines and encompasses: Environmental Processes, Sensors/Data, Model Development, Data Assimilation and Information Exploitation, and Validation Studies.

This announcement requesting support services represents a continuing requirement. The incumbent is American Institute of Biological Sciences, Contract N00014-99-D-0503-0010.

2.0 Statement of Work

The contractor shall assist the department with a variety of tasks. These include, but are not limited to the following:

- Assisting Program Officers with the administration of proposals submitted to the department in response to the annual BAA for Science & Technology (http://www.onr.navy.mil/02/baa/docs/baa_07_001.pdf) as well as special programs such as DURIP, DEPSCoR and YIP (see http://www.onr.navy.mil/sci_tech/3t/corporate/). Duties here include cataloging of proposals, assignment of ONR-internal reviewers, collection of reviews, and providing technical recommendations.
- Scheduling, arranging and participating in regional reviews of ONR-supported science and technology. Duties here include coordinating arrangements with host institutions (typically universities), developing a schedule of presentations and networking opportunities among ONR personnel, researchers, engineers and university administration, and communicating with presenters and ONR Program Officers regarding logistical arrangements.
- Assisting Science & Technology Program Officers in issuance of awards and administration of grants and contracts.

- Assisting Science & Technology Program Officers in organizing and carrying out workshops, both on- and off-site, related to research sponsored by and relevant to the department.
- Assisting Program Officers and Management with tracking Research and Development (R&D) investments and expenditures relative to investment areas identified to Congress. This includes assisting department management in the preparation of managerial documents including program and financial descriptions (i.e., the R-2's and division/department fiscal descriptions, program descriptions including briefs, handouts, web material, mailings, etc.)
- Attendance and note taking at various federal interagency meetings associated with activities of the National Oceanographic Partnership Program (<http://www.nopp.org>)

Travel up to 6 weeks per year may be required to fulfill these obligations.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 Must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Excel and PowerPoint.

3.1.2 Must have an educational background and research experience in a discipline of marine science or engineering pertinent to Science & Technology investment areas of the department. The candidate must have been awarded a minimum of a Masters Degree in a relevant Science & Technology field. Prior experience in science program management activities described above would be decidedly advantageous.

3.1.3 Must have excellent organizational, verbal and writing skills in science and engineering. Evidence to support this might include publication (as first author) of papers in the primary science literature or technical reports; and oral or poster presentations at scientific conferences.

3.1.4 Contractor personnel will need to obtain a facility access determination or equivalent.

3.2 Level of Effort

3.2.1 Base Period: The base period of performance will be from 1 Mar 07 through 29 Feb 08. The level of effort anticipated for this period is approximately 1 labor-year at an average rate of approximately 153 hours per month.

3.2.2 Option Period(s): Four option periods are included in this requirement. The period of performance for each option period shall commence the day following the previous period through twelve months thereafter.

The level of effort anticipated for each option is approximately 1 labor-year at an average rate of approximately 153 hours per month.

3.2.3 The above labor hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours proposed in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 1 year, with (4) four one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$26,000 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: Work will normally be performed at the Headquarters of the Office of Naval Research in Arlington, VA.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government

furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such

information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Ocean, Atmosphere & Space Sciences Division (Code 322) research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how it will coordinate with the program office; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the “Other Direct Costs” section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime’s proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 6 Feb 2007. All proposals must be uploaded electronically via the “[Upload Proposals](#)” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 1 March 2007.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Ellen Simonoff, ONR Contracting Officer, Telephone: 703-696-0157, Facsimile: 703-696-0066, Email: SimonoE@onr.navy.mil.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files